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*RJF*

OSA 5195-63

30 SEP 1963

MEMORANDUM FOR: All Field Activities Personnel

There have been several recent instances of laxity in the proper handling of correspondence. All Field Activities personnel are reminded that ALL correspondence prepared within the office of the Deputy for Field Activities addressed to the Assistant Director or Deputy Assistant Director, or for the signature of the Assistant Director, OSA, will be forwarded through the Deputy for Field Activities for his review and release or, in his absence, that of a designated appointee.

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Deputy for Field Activities, OSA

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BY [signature]  
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